

## **JOB DESCRIPTION**

<b>POSITION:</b>	Program Manager, Tuberculosis Elimination
<b>DEPARTMENT:</b>	Community Services and Partnerships
<b>REPORTS TO:</b>	Training and Technical Assistance Director
<b>FTE:</b>	1.0 FTE
<b>SALARY:</b>	\$55,200 - \$69,000 Annually DOE
<b>APPLICATION DEADLINE:</b>	Friday, March 13, 2020, 5:00pm local time
<b>START DATE:</b>	March 2020
<b>LOCATION:</b>	National, nearby TB Centers of Excellence (CA, FL, NJ, TX)

### **ORGANIZATIONAL DESCRIPTION**

The Association of Asian Pacific Community Health Organizations (AAPCHO) was formed in 1987 by community health centers primarily serving medically underserved Asian Americans, Native Hawaiians, and Pacific Islanders (AAs and NHPs). The goal of these organizations was to create a national voice to advocate for the unique and diverse health needs of AA and NHPI communities and the community health providers that served those needs.

AAPCHO's mission is dedicated to promoting advocacy, collaboration, and leadership that improves the health status and access of AAs and NHPs within the United States, its territories, and freely associated states. Our vision is to be a national leader and critical voice for AA and NHPI community health centers and consumers, ensuring that our communities have better access to affordable, high quality, and culturally and linguistically proficient health care.

### **POSITION/ROLE**

The Program Manager of Tuberculosis Elimination manages AAPCHO's national training activities focused on improving health outcomes by eliminating health disparities that disproportionately impact underserved Asian American, Native Hawaiians, and Pacific Islanders (AA and NHPs).

The Program Manager is principally responsible for managing programs related to maintaining and strengthening current tuberculosis (TB) control priorities. Responsibilities include program development, planning, monitoring, operations, and evaluation related to AAPCHO's contract agreement with the Centers for Disease Control and Prevention (CDC), Division of TB Elimination. The contract agreement requires the Program Manager to be responsible for outreaching to AA and NHPI communities at risk for latent TB infection (LTBI) and TB disease, and the health care agencies that serve these populations.

The Program Manager reports to the Training and Technical Assistance Director and works closely with the Executive Director and Director of Community Services and Partnerships. The Program Manager will manage contract agreement goals, including provision of training and technical assistance, capacity building, partnership development, resource sharing, and network facilitation. The primary responsibilities of the Program Manager are as follows:

**Administrative (5%)**

- Responsible for coordinating the administrative functions related to the contract agreement with the Centers for Disease Control and Prevention (CDC), Division of TB Elimination.

**Programmatic and Project Management (70%)**

- Responsible for the development and sustainment of a TB community engagement network (CEN) to provide technical assistance and training to CEN members to conduct culturally competent outreach to AA and NHPI populations.
- Responsible for building capacity to test and treat at-risk AA and NHPI populations for LTBI.
- Responsible for developing a network engagement strategy to share materials and lessons learned, and engaging members in implementing CDC's national LTBI campaigns.
- Conduct proposal processes to identify mini-grant partners and monitor progress.
- Develop, implement, monitor, and evaluate training and technical assistance and mini-grant scope of services on sound public health practices.
- Collate and review existing materials and resources for training and technical assistance, and develop new publications designed for and with input from health center audiences. This may include briefs, infographics, case studies, and other training tools/supports.
- Provide onsite and online training events to health centers, Primary Care Associations (PCAs), Health Center Controlled Networks (HCCNs), community-based organizations, and public health departments.
- Track, analyze, and respond to technical assistance requests.
- Other duties as requested by the Training and Technical Assistance Director, Executive Director, and Director of Community Services and Partnerships.

**Communications and Advocacy (20%)**

- Ensure regular communication with local/state CEN partners and mini-grant organizations to ensure progress and ongoing identification of training and technical assistance needs.
- Work with AAPCHO Development and Public Affairs staff to assist in the planning of publication/resource promotion via AAPCHO partner listservs and represent AAPCHO at local, state, regional, and national conferences or other similar events.
- Coordinate with the AAPCHO Development and Public Affairs department and partners to develop and maintain the CEN website.
- Cultivate relationships and maintain consistent communication with funders, subcontractors, consultants, partners, and other key stakeholders, in collaboration with the Training and Technical Assistance Director and other AAPCHO senior leadership.

### **General Agency Duties (5%)**

- Foster an environment that promotes trust and cooperation amongst staff, management, and clients.
- Attend staff, management, and program meetings, and staff retreats.
- Participate in agency functional teams and ad-hoc committees.
- Actively participate in planning agency-wide activities such as quarterly and annual retreats, volunteer activities, holidays, and other events.
- Represent AAPCHO in meetings and conferences, as appropriate.
- Provide logistical support on project activities as needed.
- Other duties as requested by the Training and Technical Assistance Director, Executive Director, and Director of Community Services and Partnerships.

### **QUALIFICATIONS:**

1. Motivated, resourceful, and flexible individual with ability to multitask. Fast learner, comfortable working individually and as a team member, in a fast-paced and changing environment.
2. Experience working within a community health center setting or directly with community health centers strongly preferred.
3. Knowledgeable about public health issues, including the social determinants of health that impact AA and NHPI communities, strongly preferred.
4. Master's Degree in a health-related field or commensurate experience preferred.
5. Experience with program development, management, and evaluation required.
6. Experience in curriculum development, adult learning approaches, and facilitation of groups/presentations required.
7. Possess ability to assess, prioritize, and manage a varied and demanding workload under pressure and with tight deadlines, while maintaining a high bar for quality.
8. Possess excellent written and verbal communications skills.
9. Possess excellent task-management and organizational skills.
10. Possess excellent creative problem solving and leadership skills.
11. Experience with online conferencing forum moderation preferred.
12. Proficiency with MS Office, Mac OSX, project management and conferencing technologies (e.g., Google Drive, Salesforce, Zoom Meetings, Zoom Video Webinars, etc.) preferred, or willing and able to learn quickly.
13. Must support and demonstrate ability to implement the mission and goals of AAPCHO.

## OUR VALUES

The following shared values underlie every aspect of AAPCHO and its member health centers' functions and operations:

- Health care is a right not a privilege - All people must have access to affordable quality care, regardless of language, culture, immigration status and ability to pay. No one is turned away due to inability to pay and our services and policies are designed to eliminate barriers and provide access to all.
- Wellness - Health is much more than the absence of disease. It includes physical, mental and spiritual well-being for individuals, families and communities. We acknowledge and respect different definitions of wellness and health within our communities.
- Community Accountability and Empowerment - Communities are the experts on their own health and essential participants in the health of their communities, families and selves. Our services and programs are informed by and responsive to community voices.
- Diversity as Strength - AA and NHPI communities are rich in diversity of language, cultural heritage, spirituality, history, experience, health beliefs and practices. Many have undergone the hardships of war, colonization, poverty, or immigration to a foreign land. We honor and value the strengths of every culture and individual.
- Collaboration Among Communities of Color – Communities of color share a history of disparities and exclusion as well as a common interest in health and health care equity. Through collaboration, we learn from each other and grow stronger, while overcoming distrust and divisions that are fostered by competition for limited resources.

AAPCHO is an equal opportunity employer and provides opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

### APPLICATION PROCEDURES:

Please send a cover letter detailing your interest and qualifications and resume to the following e-mail address: [TB-PM@aapcho.org](mailto:TB-PM@aapcho.org), Subject Line: TB-PM 2020.

Applications without cover letters will not be considered. Interviews will be granted according to the qualifications of the applicant.

The application deadline is **Friday, March 13, 2020 at 5:00pm** local time.

Last Updated: March 9, 2020